



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20350

SECNAVINST 11010.13B  
OP-095  
19 June 1992

SECNAV INSTRUCTION 11010.13B

From: Secretary of the Navy

Subj: RESERVE COMPONENT FACILITIES PROGRAMS AND UNIT STATIONING

Encl: (1) DOD Directive 1225.7 of 8 Nov 91

1. Purpose. To provide enclosure (1) as the single source of guidance for administering the facilities programs of the Reserve components and the stationing of Reserve components in local communities.

2. Cancellation. SECNAVINSTs 11010.13A and 1001.34.

3. Discussion. The primary intent of enclosure (1) is to ensure that Reserve Component (RC) units proposed or currently located in a local community are structured in size and number that is reasonably attainable at authorized or required strength without adversely affecting the ability of other local Reserve components to maintain the manpower required for satisfactory personnel readiness. Enclosure (1) also discusses the requirements for new and replacement Reserve facilities as well as the procedures for Joint Service Reserve Component Facility Board meetings.

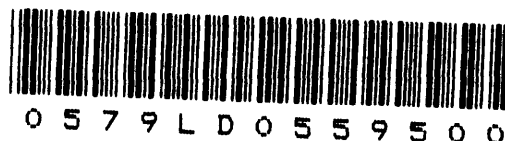
4. Delegation of Authority

a. The Chief of Naval Operations (OP-095) and the Commandant of the Marine Corps (CMC) are hereby delegated the authority vested to the Secretary of the Navy to accomplish those functions delineated in paragraph D of enclosure (1).

b. The Assistant Secretary of the Navy (Installations and Environment (ASN (I&E))), Director, Installations and Facilities, is authorized to approve waivers of the 65 percent/35 percent design status required for Military Construction Naval Reserve (MCNR) projects submitted to the Office of the Secretary of Defense. ASN (I&E) Director, Installations and Facilities, is also authorized to approve waivers for MCNR Projects in which onboard strength is less than 75 percent of authorized strength.

5. Responsibilities

a. The Assistant Secretary of the Navy (Installations and



Environment) has responsibility for major land acquisition and for facilities related issues that arise between the Department of the Navy and other Military Departments or have a high degree of political interest.

b. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) has responsibility for RC unit placement issues that would significantly impact other military departments or create a high degree of political interest.

c. The Chief of Naval Operations (CNO), Director of Naval Reserve (OP-095) and Commandant of the Marine Corps (CMC) are designated key officials for carrying out the provisions of enclosure (1) and shall conduct required reviews and coordination with service Rcs for:

(1) Placement of Reserve units in local communities where Reserve units did not formerly exist.

(2) Increases in unit structure or number of existing units that could reasonably have potential for adverse impact on the ability of other Rcs to obtain or maintain the manpower necessary to achieve satisfactory personnel readiness. In making this determination and applicability of the instruction, it should be kept in mind that "units" by definition and size vary greatly between Rcs.

(3) Provision of facilities for RC use to ensure the greatest practicable use of those facilities jointly by units of two or more Rcs.

(4) The Reserve Component Chief or designee must provide documented certification that proper coordination has taken place with other services regarding locating a Reserve unit in a local community before submitting a military construction project for consideration by the Office of the Secretary of Defense. The exact wording of the statement is contained in enclosure (6) of enclosure (1).

## 6. Special Instructions

a. Board Meeting Minutes. If a Department of the Navy member is Chairperson of the Joint Service Reserve Component Facilities Board for any state, then he or she will forward the minutes of the meeting directly to the Deputy Assistant Secretary of Defense for Reserve Affairs (Material and Facilities) with a copy to the Deputy Assistant Secretary of the Navy (Reserve

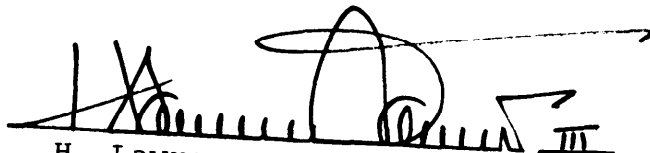
Affairs), the Deputy Assistant Secretary of the Navy (Installations and Facilities) and CNO (OP-959E) within 30 days of the date of the meeting.

b. Reserve Component Military Construction Unfunded Proposals Report. Each service will prepare this report reflecting those backlogged projects for which that service has programming responsibility.

c. Facilities Criteria. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) Facility Planning Criteria for Navy and Marine Corps Shore Installations (P-80) will be used for determining facility requirements and justifying each proposed military construction project. Square footage figures allowed in the P-80 will be used as an upper limit and specific approval from COMNAVFACENGCOM is required if the amounts allowed are to be exceeded. Due to rapidly decreasing Defense budgets, an economic analysis will be prepared for all major construction projects (over \$400,000) in order to make the project a better candidate for funding.

7. Action. The CNO (OP-095) and CMC shall implement the provisions of enclosure (1), complying with responsibilities and guidance given in this instruction.

8. Reports. The Reserve Component Military Construction Unfunded Proposal Report in paragraph 6b is assigned symbol DDRA(B1)1768(11010) and is approved for 3 years from the date of this instruction.



H. Lawrence Garrett, III  
Secretary of the Navy

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# Department of Defense DIRECTIVE

SECNAVINST 11010.13B  
19 JUN 1992

November 8, 1991  
NUMBER 1225.7

ASD(RA)

SUBJECT: Reserve Component Facilities Programs and Unit Stationing

- References:
- (a) DoD Directive 1225.7, "Reserve Component Facilities Programs," July 6, 1990 (hereby canceled)
  - (b) DoD Directive 1200.1, "Placement of Reserve Component Units in Local Communities," July 14, 1988 (hereby canceled)
  - (c) Title 10, United States Code
  - (d) Title 32, United States Code
  - (e) DoD Directive 5125.1, "Assistant Secretary of Defense (Reserve Affairs)," January 12, 1984
  - (f) DoD 5025.1-I, "DoD Directives System Annual Index," January 1991, authorized by DoD Directive 5025.1, December 23, 1988

## A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) and replaces reference (b) to update DoD policy, and assigns responsibilities for implementing references (c) and (d).
2. Provides single-source guidance for administering the facilities and unit stationing programs of the National Guard (Army and Air) and the Reserves (Army, Marine Corps, Navy, and Air Force) (hereafter referred to collectively as "the Reserve components").
3. Establishes a Joint Service Reserve Component Facility Board in each State.
4. Provides standard procedures for placement of Reserve component units of the Military Departments in local communities.

## B. APPLICABILITY AND SCOPE

This Directive:

1. Applies to the Office of the Secretary of Defense (OSD) and to the Military Departments and their Reserve components. The term Military Services, as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard (under agreement with the Department of Transportation (DoT) when it is not operating as a Military Service in the Navy).

Enclosure (1)

2. Does not limit the rights of Governors of States to fix the location of units of the National Guard of the United States within their respective borders, as authorized by 32 U.S.C. 104(a) (reference (d)) and 10 U.S.C. 2238 (reference (c)).

#### C. POLICY

It is DoD policy, subject to the overall National Defense needs of the United States and the availability of appropriations, to:

1. Provide new and replacement facilities needed to support the missions of the Reserve components in the most economical manner to meet operational and training needs.

2. Execute an agreement that establishes the equities and obligations therein between the U.S. Government and each State, when a military construction project to be constructed on State-owned land is supported by a Federal contribution.

3. Maximize both joint construction and common-use areas within joint facilities when practicable and economically advantageous.

4. Require the Military Departments to participate in a Joint Service Reserve Component Facility Board in each State to ensure maximum practicable joint construction for meeting Reserve component facility requirements. Applicable guidance is outlined in enclosure 1.

5. Require an active component to provide replacement facilities when it displaces a permanently housed Guard or Reserve unit or activity if the facilities from which the Guard and Reserve unit was displaced are needed to train for wartime missions. The active component shall provide replacement facilities consistent with current Reserve component criteria, the unit's training requirements for wartime missions, and authorized strength. Replacement facilities must be acceptable to the chief of the Reserve component of the unit being displaced and meet authorized space and functional area requirements.

6. Require adequate project scopes and cost estimates for Reserve component military construction budget submissions. Applicable guidance is in section C. of enclosure 2.

7. Acquire land only when there is a clearly demonstrated need.

8. Require the number of Reserve component units located or to be located in a local community to be no larger than the number that reasonably can be expected to be maintained at authorized or required strength in accordance with 10 U.S.C. 2234(1) (reference (c)). Applicable guidance is in enclosure 6.

9. Require the manpower potential of the area to be reviewed to determine adequacy for meeting and maintaining authorized officer and enlisted

strengths. Considered in the review shall be the number of persons living in the area who are qualified for membership in those Reserve units, in accordance with 10 U.S.C. 2234(1) (reference (c)).

10. Require the provisions of subsections C.8. and C.9., above, and C.11., below, and enclosure 6 to be met before making expenditures for a Reserve component facility, in accordance with Sections 2233 and 2234 of reference (c).

11. Require any plan for placement of Reserve component units in a local community and the provision of a facility for Reserve component use to ensure the greatest practicable joint facility use by units of two or more Reserve components, in accordance with Section 2234(2) of reference (c).

12. Require a Military Department, when formulating a plan for the allocation of a Reserve component unit to a local community, where one of its units did not exist, or when considering an increase in structure or number of existing units, to consider the factors in enclosure 6 and to coordinate proposed locations with the Secretaries of the other Military Departments.

13. Require the Military Departments, through command channels, to use the advice of all military and civilian agencies concerned with Reserve component facilities, including the Joint Service Reserve Component Facility Boards.

#### D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Reserve Affairs) is responsible for analyzing and developing policy, and promulgating plans, programs, actions, and taskings for Reserve component facilities consistent with DoD Directive 5125.1 (reference (e)) and shall resolve cases when complete coordination may not be effected under subsection C.12., above, and enclosure 6.

2. The Secretaries of the Military Departments shall:

a. Establish plans, programs, budgets, and accounting procedures to support facilities construction and maintenance programs; develop and maintain adequate management information systems to effectively control the use of appropriated funds for supporting approved facility programs; report design and construction progress; and provide required reports on Reserve component facilities, including a biennial Reserve Component Military Construction Unfunded Proposals Report.

b. Provide required facilities based on authorized strength of assigned units, quantity and type of equipment and supplies, and established facilities criteria according to Chapter 133 of 10 U.S.C. (reference (c)). Facilities acquisition methods and functional criteria are in enclosures 2 and 3.

c. Require Reserve component chiefs to certify that Reserve component units have been approved for stationing and that unit total on-board strength

for proposed Reserve component facilities is adequate to ensure full facility use. It shall be a requirement for inclusion of a personnel-intensive project in a budget submission by the Department of Defense that the total actual on-board strength be a minimum of 75 percent of the total authorized strength. Waivers to this requirement may be granted by the Secretaries of the Military Departments or their designees.

d. Execute agreements and contribute Federal funds to the States for National Guard facilities consistent with applicable law and policy. Applicable procedures are in enclosure 4.

e. Issue licenses or permits for the use of Reserve component facilities by others as authorized in Chapter 133 of 10 U.S.C. (reference (c)).

f. Approve operation and maintenance-funded minor construction, and maintenance and repair projects in accordance with applicable law.

g. Approve projects using funds specifically identified as minor construction in accordance with applicable law and DoD policy, including requirements for congressional committee notification.

h. Provide membership and implementing instructions for the Joint Service Reserve Component Facility Boards as outlined in enclosure 1.

i. Coordinate with other Military Departments to ensure that placement of Reserve component units shall not adversely affect the ability of other Military Department Reserve component units to obtain or maintain the manpower necessary for them to achieve satisfactory personnel readiness levels and to ensure greatest practical use of any facility constructed or improved.

j. Ensure maximum use of existing facilities and coordination with other Military Services to determine availability and use of existing facilities and/or joint use of planned facilities.

k. Request approval of the Secretary or Deputy Secretary of Defense for major land acquisitions.

#### E. INFORMATION REQUIREMENTS

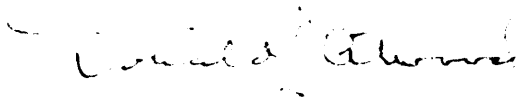
The "Reserve Component Military Construction Unfunded Proposals Report" is assigned Report Control Symbol DD-RA(BI)1768.



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F. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 180 days.

  
Donald J. Atwood  
Deputy Secretary of Defense

Enclosures - 6

1. Organizational Structure and Responsibilities of the Joint Service Reserve Component Facility Boards
2. Real Property Acquisition Methods, Joint Construction, and Design Criteria
3. Reserve Component Facilities Functional Criteria
4. Criteria for Joint Federal and State Agreements Covering Contributions of Federal Funds to the States for National Guard Facilities
5. Reserve Component Military Construction Unfunded Proposals Report
6. Procedures for Placement of Reserve Component Units in Local Communities

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE  
JOINT SERVICE RESERVE COMPONENT FACILITY BOARDS

A. GENERAL

The Joint Service Reserve Component Facility Board for each State (hereafter referred to as the "board") is established to assist in carrying out the policy stated in Section 2231(2) of 10 U.S.C. (reference (c)). Within each State, the board will consider the joint use of facilities by units of two or more Reserve components to the greatest practicable extent for efficiency and economy.

1. The board's composition should be such that collectively it has knowledge of the majority of DoD and State military facilities and lands within its State.

2. The board must review each proposed Reserve component construction project annually and comment on its joint-use potential. The board should consider all excess Government properties as well as all installations to be affected by closure or realignment actions. All projects proposed to be included in an annual Reserve Forces Military Construction Program shall be reviewed by the respective boards before being submitted to the OSD. If the project is not included in the program for the fiscal year which it was first proposed, the board shall review the project again before it is included in the program for any subsequent fiscal year.

3. While conducting the reviews, boards may contact offices, Agencies, and individuals in the Department of Defense that have responsibility for Reserve components facilities matters. Boards may initiate separate studies and surveys, and report their recommendations through appropriate channels to the Secretaries of the Military Departments concerned. Boards are encouraged to share lessons learned with other boards and the Military Departments.

4. The board is not limited to review of proposed projects. It may as a body make recommendations to the Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) on any facility needs of the Reserve components of that State that would enhance readiness and provide, in their view, a significant return for the investment.

5. The board prepares and submits its minutes to the Office of the Assistant Secretary of Defense (Reserve Affairs) (Materiel and Facilities) (OASD(RA) (M&F)) in the format of attachment 1 to this enclosure.

B. BOARD MEMBERSHIPS

Each board shall consist of up to five principal members and five alternate members appointed as follows:

1. Each Secretary of a Military Department shall appoint one principal member and one alternate member to the board of each State to serve for an

indefinite period on a part-time basis. In addition, the Secretary of the Navy shall appoint a Marine Corps member to each State board where Marine Corps Reserve and/or active Marine Corps facilities exist. The requirement for a board principal member and alternate member shall not apply for Military Departments that have only recruiting activities in a State.

2. The Governors of each State, territory, and the Commonwealth of Puerto Rico, and the Commanding General of the National Guard of the District of Columbia should appoint one principal member and one alternate member (other than the Adjutant General) to their respective boards. The principal and alternate member shall serve with, or be employed by, the National Guard in their State as full-time military or a technician. The principal member, or in his or her absence the alternate member, shall represent the State in facilities matters under consideration by the respective board.

3. When the Coast Guard is operating as a Service in the DoT, the Commandant of the Coast Guard may designate a representative to serve in a non-voting capacity on boards in States where Coast Guard Reserve training units are, or may be, located. Coast Guard representatives may not serve as Chair.

4. The Chair of each board shall rotate annually, in turn, among the principal members. If a member is reassigned while serving as Chair, the board membership shall choose a Chair for the unexpired term.

#### C. RULES OF PROCEDURE

Except as prescribed herein, the rules of procedure for each board shall be those established by the board.

1. Each board shall convene at the call of its Chair, but will meet at least once every 12 months.

2. A quorum shall consist of all principal members, provided that an alternate member shall be deemed a principal member if the principal member from his or her organization is absent.

3. Actions of the board shall be by majority vote with each principal member having one vote. An alternate member shall be deemed a principal member for voting purposes if the principal member from his or her organization is absent.

4. Board review and analysis of each Reserve component project shall be recorded on DD Form 2162, "Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis." Copies of the completed form shall be retained by the project sponsor. Electronic generation of DD Form 2162 is authorized provided that such electronic generation maintains the design integrity of the form; does not add, delete, or alter data elements; and does not change their sequential presentation.

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5. Minutes of board meetings, reports, and studies approved by the board shall bear the signature and title of each member. (See attachment 1 to this enclosure for the format of board minutes.)

6. Any principal member, or in the principal member's absence the relevant alternate member, who disagrees with the majority opinion of the board may require that a minority report be included in the records of the board's proceedings.

7. Copies of the minutes or summaries of meetings, studies, surveys, or reports, and recommendations prepared by boards shall be furnished to each principal member and alternate member.

8. The Chair shall forward one information copy of the board meeting minutes directly to the Office of the Assistant Secretary of Defense (Reserve Affairs) (Materiel and Facilities), Washington, DC 20301-1500. The head of the OASD(RA) (M&F) shall promptly distribute copies of the minutes to the Military Departments. Military Departments may forward comments to the OASD(RA) (M&F).

Attachment

Board Meeting Minutes Format of the Joint Service Reserve Component  
Facility Board (State, Commonwealth, Territory, or the District of  
Columbia)

BOARD MEETING MINUTES FORMAT  
OF THE JOINT SERVICE RESERVE COMPONENT FACILITY BOARD  
(STATE, COMMONWEALTH, TERRITORY, OR DISTRICT OF COLUMBIA)

A. CONVENING THE BOARD

In accordance with DoD Directive 1225.7, dated \_\_\_\_\_, the board held a meeting at \_\_\_\_ hours on \_\_\_\_\_ at \_\_\_\_\_

B. ATTENDANCE

1. Principal members present: (Rank, Name, Service).
2. Alternate members or others present: (Rank, Name, Service).

C. ACTION ON MINUTES OF PREVIOUS MEETINGS

D. PROJECT SUMMARIES

1. Number of projects reviewed \_\_\_\_\_.
2. Number recommended for joint construction \_\_\_\_\_.
3. Number recommended for unilateral construction \_\_\_\_\_.
4. Number not recommended for construction \_\_\_\_\_.

E. PROJECT RECOMMENDATIONS

1. For each project considered by the board, provide a statement of acquisition alternatives considered and basis for each rejection leading to the chosen option. (See DoD Directive 1225.7, enclosure 2, paragraphs A.2.a. through h., for alternatives.)

2. If recommending unilateral construction, include a statement explaining why the project was not recommended for joint construction.

F. OTHER BUSINESS. In this section, summarize any other business or recommendation of the board.

G. NEXT MEETING. Provide a statement of the planned date for the next meeting and place.

H. ADJOURNMENT

Provide a statement noting completion or disposition of all matters before the board and time of adjournment.

I. AUTHENTICATION

Signatures of principal (or acting alternate) members including their current mailing addresses and phone numbers (Defense Switched Network and commercial).

REAL PROPERTY ACQUISITION METHODS, JOINT CONSTRUCTION, AND DESIGN CRITERIA

A. FACILITY ACQUISITION METHODS

1. The acquisition of new facilities and the expansion, major rehabilitation, or replacement of existing facilities shall be done using the most cost-effective methods. Economic analyses, program evaluations, and budgetary documentation of Reserve component facilities requirements shall be made in accordance with applicable DoD Instructions and Directives in the 7000 series of DoD 5025.1-I (reference (f)).

2. In fulfilling Reserve component facilities requirements, the following methods shall be considered:

a. Maximum use of facilities identified as excess by active and Reserve components during base closure and realignment actions--as allowed by law.

b. Full use of existing, partially used facilities of other Reserve components and the active components.

c. Use of existing real property facilities excess to the needs of the Military Departments or other Federal Agencies by transfer, use agreement, or permit.

d. Lease or donation of privately or publicly owned facilities that meet the need or can be modified at reasonable cost to meet the need.

e. Construction of additions to existing Reserve component and active component facilities, or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

f. Purchase of existing real property facilities that meet the need without uneconomical remodeling or renovating.

g. Joint construction of a new facility by two or more Reserve components or with an active component. If such construction at a single location cannot be done concurrently for some presently irreconcilable reason, the design and siting of the initial structure shall include provisions for future expansion.

h. Unilateral construction of a new facility by one Reserve component only when supported by a Joint Service Reserve Component Facility Board that has carefully reviewed all other acquisition methods and found them impracticable or uneconomical.

i. No major land acquisition proposals may be made public through a request for proposals, notice of intent to perform environmental analysis, or other official notice without the approval of the Secretary or the Deputy Secretary of Defense. A major land acquisition is the purchase, withdrawal from public domain, lease or permit from individuals or government entities, or any other type of use agreement involving more than 1,000 acres, or when

the estimated purchase price of land or annual lease price exceeds \$1 million. Any action to initiate an Environmental Assessment or to issue a Notice of Intent for an Environmental Impact Statement may be taken only with Deputy Secretary of Defense approval. The Deputy Secretary of Defense also must approve a Record of Decision or Finding of No Significant Impact to proceed with a major land acquisition before being issued.

## B. JOINT FACILITIES

1. The Military Departments shall jointly acquire and use facilities to the fullest practicable extent. When unilateral acquisition and use are proposed, factual justification must be provided to support the conclusion that joint facilities are not practicable or economically advantageous to the Federal Government.

2. Each component shall program design and construction costs for joint facilities, as follows:

a. Exclusive use. One hundred percent of the design and construction costs for exclusive-use areas shall be programmed by the using component.

(1) Interior exclusive-use areas are those that shall be used 100 percent by a component (such as offices), component-unique training and storage areas, etc.

(2) Outside exclusive-use areas include component-designated military vehicle parking, pavement and fencing, security lighting, fuel dispensing systems, separate maintenance, and storage buildings.

b. Common use. The design and construction costs for common-use areas shall be programmed on a pro rata share basis by the using components.

(1) Pro rata is defined as the ratio of the component's authorized strength to the total authorized strength for the facility.

(2) Interior common-use areas include assembly halls, classrooms, latrine facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms.

(3) Rifle ranges and food preparation and scullery areas shall be treated as common-use areas if required by two or more components participating in a joint construction project.

(4) Outside common-use areas include site preparation, utilities, walks, pavements, and privately owned vehicle parking.

## C. DESIGN CRITERIA

1. To provide adequate project scopes and cost estimates and ensure early program execution, Reserve components shall have all military construction projects at the 65 percent design-complete stage at the time the budget is submitted to the OSD. (When the Department of Defense submits a biennial

budget, this 65 percent rule applies to projects submitted as the first-year program. The 35 percent rule discussed in the next paragraph applies to those projects submitted as the second-year program.) The following 65 percent design-completion criteria shall be used:

a. Drawings to include such elements as detailed civil, site, and utility plans; substantially complete plan and elevation drawings; all structural primary and secondary supporting members; equipment schedules and layouts; duct and/or piping layouts coordinated with lighting layouts; wiring and duct sizes for service entrances and feeder circuits to panelboards; lighting schedules and/or details and telephone raceway layouts; partially sized mechanical equipment, air quantities, duct sizes, pipe sizes; and partial riser and piping diagrams.

b. Refined and updated engineering design calculations and analyses required for the various structural, paving, mechanical, and electrical systems.

c. Marked-up set of specifications.

d. A detailed cost estimate using unit prices and quantities for structures, utilities, and appurtenances that incorporate the most current scope and criteria.

2. When there is a biennial budget, the following 35 percent design completion criteria shall be used for the second-year program:

a. The designer has established the basic features, materials, systems, and related costs necessary to meet the functional requirements of a facility. The design and cost estimate must, as a minimum, have been reviewed and revised as necessary by the design manager. The design consists of, but is not limited to:

(1) Preliminary drawings, including such elements as site plans, architectural floor plans, building sections, finish schedules, and general preliminary mechanical and electrical system layouts, capacities, and sizes.

(2) Outline specifications.

(3) Basis of design, to include such items as design assumptions, calculations, economic analysis, and energy conservation.

(4) Preliminary cost estimate developed on a unit cost systems basis from the preliminary design and specifications. Lump sum costing should be kept to a minimum.

b. For a site adaptation of an existing design or a standard design, site engineering and a cost estimate based on that site and the adapted design are required to meet the design criteria at paragraph C.2.a., above.

3. Waivers to the design policy for individual military construction projects may be granted by the Secretaries of the Military Departments. The



ASD(RA) shall be notified of any waiver at least 7 working days before submission of the Reserve component military construction budget to the OSD.

## RESERVE COMPONENT FACILITIES FUNCTIONAL CRITERIA

### A. GENERAL

1. Purpose. This guidance provides general facilities policy for the Reserve components.

2. Technical Guidance. Where specific guidance is not provided, Service-developed technical criteria shall apply. Specific justification is required for each proposed facility.

3. Implementation. Each Service shall publish a regulation to implement this guidance for its Reserve components through detailed criteria.

4. Readiness. Facilities shall be constructed so as to make the greatest contribution to readiness, and promote economy and efficiency.

5. Joint Use. All opportunities shall be explored for combining or integrating proposed facility requirements with the existing or proposed facility requirements of other Services and within the Service.

6. Existing Facilities. Maximum use shall be made of existing facilities of all components to accomplish proposed facility requirements, partially or fully.

7. Standard Designs. Standard or existing designs of major facility components or complete buildings shall be used where possible.

8. Flexibility. Facilities shall be designed so as to lend themselves to occupancy by new units, reorganized units, and units with new missions with the minimum of additional construction.

9. Redundant Space. Space shall not be constructed in more than one place for the performance of an individual's function.

10. Economical Design. Reserve component facilities shall be designed in an economical manner, but shall ensure life-cycle economy of construction, maintenance, and operation.

### B. STANDARDS OF CONSTRUCTION

New facilities shall generally be of high quality construction and consistent with their anticipated useful life and utilization. All facilities shall be similar to those of the active components with modifications to account for periodic usage. These modifications should result in less costly projects. Designs and site development shall make applicable provisions for future expansion.

#### C. UNACCOMPANIED PERSONNEL HOUSING AT MAJOR TRAINING AREAS

The required number of barracks may be based on the authorized strength of units the installations are designed to accommodate at any one time.

1. Junior Enlisted Personnel. For junior enlisted personnel (E-6 and under), the accommodation may include open bay sleeping areas, a central latrine, and a central dayroom.

2. Senior Enlisted Personnel, Officer Candidates, and Officer Personnel. Accommodations for senior enlisted personnel and officer candidates may include a semi-private bedroom, semi-private latrines, and a central dayroom. For officers the accommodations may include private bedrooms, semi-private latrines, and a central dayroom.

#### D. LOCAL TRAINING AREAS

For those training areas where cantonment-type construction is not justified, facilities may be consistent with training facilities in a field environment. Construction may be semi-permanent or permanent and shall comply with environmental and pollution control regulations. Temporary construction is authorized for facilities such as field kitchens, mess shelters, tent pads, and logistic facilities. Ranges and training courses may be authorized when justified. Installation of utilities, construction of roads, security fencing, fuel dispensing systems, and other similar projects shall be considered on an individual basis.

#### E. OTHER FACILITIES

Other facilities required on an infrequent basis, and for which specific criteria are not provided here, shall be established by criteria for similar facilities, but adjusted in accordance with the actual mission requirements.

#### F. AIRFIELD REQUIREMENTS

Special requirements for airfield runways, taxiways, aprons, navigational and approach aids, airfield lighting, arresting gear installations, and related airfield facilities should be determined in the same manner as for active forces when located at active installations. Adherence to these requirements at other locations may be modified by applicable Military Department regulations or Federal Aviation Administration criteria.

#### G. ADMINISTRATIVE SPACE

Wherever possible, administrative space shall be open. Joint use space shall have only the minimum essential number of offices constructed and provide maximum flexibility for office usage changes. Wherever possible, offices should be joint-use and the number of exclusive offices kept to a minimum.

#### H. STORAGE

Facilities shall include adequate space for storage of equipment in the proper locations (home station, mobilization station, central storage, etc.).

I. UNACCOMPANIED PERSONNEL QUARTERS (HOME STATION)

Requirements for quarters for Reserve component personnel shall include an economic analysis of constructing unaccompanied personnel quarters on the installation versus contract billeting with commercial establishments.

J. INDOOR RANGES

New indoor ranges may be programmed and built. However, they should remain in service in that capacity. Conversion of existing ranges to other uses must not be a detriment to any service marksmanship program or any national marksmanship program.

K. MEDICAL FACILITIES

Construction of medical treatment facilities (i.e., facility category 500) is programmed by the Assistant Secretary of Defense (Health Affairs). Medical unit and individual training facilities fall into facility category 171 and should be programmed by the Services.

CRITERIA FOR JOINT FEDERAL AND STATE AGREEMENTS  
COVERING CONTRIBUTIONS OF FEDERAL FUNDS  
TO THE STATES FOR NATIONAL GUARD FACILITIES

A separate Joint Federal and State Agreement shall be executed for each project to be constructed on State-owned land involving contributions of both State and Federal military construction funds, according to the following criteria and procedures:

A. All work on a project described in Section 2233(a)(2), (3), or (4) of 10 U.S.C. (reference (c)) shall be done according to the laws of the State concerned and under the supervision of State officials. These and other projects shall be inspected and approved by the Secretary of the Military Department concerned, or a designee. Such inspection and approval shall ensure that work supported by Federal funds complies with approved plans, specifications, criteria, and standards.

Except for project supervision of a project described in Section 2233(a)(2), (3), or (4) of 10 U.S.C. (reference (c)), which is reserved for State officials, the services of Federal construction agents (the Chief of Engineers; the Commander, Naval Facilities Engineering Command; or the U.S. Property and Fiscal Officer of the State) may be used for the design and construction of facilities. A Federal agent may be used for federally funded National Guard facilities to be constructed on Federal land.

B. The State shall certify that:

1. It has the legal authority and necessary funds to accomplish its share of the design cost before design initiation and construction cost before construction bid authorization.

2. It has a perfected title to, or other adequate property interest in, acceptable real estate located in an area where local laws and ordinances shall permit the intended use.

3. The agreement is legal and binding and that its execution is duly authorized.

C. Plans, specifications, and cost estimates shall be approved by the Federal Government.

D. Unless terminated under section J., below, of this enclosure, the agreement shall remain in full force and effect for the full term of the agreement.

E. When a facility is to be used jointly by two or more Reserve components, the agreement shall:

1. Identify all space, both inside and outside the building or buildings, as follows:

a. To be used and maintained exclusively by federally designated Reserve components.

b. To be used jointly by all Reserve components assigned to the facility.

2. Prescribe the Federal and State shares of the cost of maintaining the common-use space, both inside and outside the buildings.

3. Prescribe schedules for the use of the facilities by the various Reserve components, including procedures for resolving scheduling conflicts.

F. When a project is done by State contract, the contract shall be let in accordance with the State laws and under applicable Federal regulations. All contracts, change orders, and supplemental agreements involving a contribution of Federal funds shall be subject to prior approval by the Federal Government.

G. The Federal Government shall:

1. Determine which Federal costs incurred or to be incurred are allowable under the terms and conditions of the agreement.

2. Advise the State of this determination, in writing, before the State executes any contract, according to applicable DoD military construction policies and criteria.

H. The State shall maintain an accounting system that is acceptable to the Federal Government. This system shall cover both the construction work and the subsequent maintenance and operation of those facilities supported with Federal contributions, including those facilities to be used jointly by other Reserve components.

I. When a facility is to be constructed or operated by State contract:

1. A commitment of DoD appropriations shall be recorded based on a signed agreement with the State.

2. An obligation of DoD appropriations shall be recorded based upon receipt of a signed contract issued by the State to construct the facility.

3. Federal funds shall be provided upon approval of contractor's requests for progress and final payments. Approval of requests for payments shall be based on State government certifications of the status of work completed on the facility.

J. The agreement shall contain a clause, and existing agreements may be so amended, to permit termination of the agreement before expiration of the fixed term and subject to the approval of the Secretary of the Military Department concerned, provided that:

1. When the existing facility is adequate and still required by one or more of the assigned Reserve components, the State agrees to replace the

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facility in-kind without further Federal contribution and executes an agreement on the replacement facility for the unexpired term of the agreement to be terminated.

2. When the existing facility is no longer required by any of the assigned Reserve components, the State agrees to reimburse the Federal Government for its equity in the facility, calculated as that proportion of the Federal contribution as the unexpired term of the agreement bears to the full term of the agreement. Service Secretaries may waive this clause for individual facilities when he or she determines reductions in the strength of the Army National Guard of the United States or the Air National Guard of the United States will cause an undue financial hardship on the State.

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS REPORT

A. GENERAL

The purpose of this report is to substantiate and analyze the Reserve component's military construction proposals that have been proposed but not funded. The Reserve components shall compile the report biennially and submit it to the OASD(RA) by April 30 of the even numbered years; e.g., 1992, 1994, 1996. The report shall reflect Reserve component military construction projects that have been proposed but not funded as of March 31 of the reporting year.

B. REPORT FORMAT

The Reserve components shall provide the report in two parts consisting of the project listing and the construction summary.

1. Project Listing. A project listing of all military construction projects by State, location, and project title, with current working estimate, shall be provided.

a. The list shall include all military construction projects currently proposed to be constructed in support of an approved mission. Construction proposals that have not been authorized through the current fiscal year Military Construction Acts shall be included. For example, the list submitted April 30, 1992, should not include fiscal year (FY) 1993 projects under consideration by Congress, but it should include all projects included in the Service FY 1994-1999 Program Objective Memorandum and projects in the Long Range Construction Program.

b. All projects fall into two broad categories: those that support NEW missions and/or weapon systems, and those that support CURRENT missions and weapon systems. Within each of those categories, there are three types of construction:

(1) Modernization. Projects for major repairs, alterations, or criteria upgrades, and/or additions to an existing facility with minimal changes in functional purpose and size.

(2) Replacement. Projects for the construction of a similar facility (includes demolition of an existing facility, when required to construct a replacement facility).

(3) New Construction. Projects for the construction of a new facility or additions to an existing facility.



2. Construction Summary. The format at attachment 1 to this enclosure shall be used to report the construction summary. The report shall be coded to indicate new or current mission and modernization, replacement, or new construction for each listed project.

Attachment

Reserve Component Military Construction Unfunded Proposals Summary

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS SUMMARY

RESERVE COMPONENT: \_\_\_\_\_  
REPORT DATE: \_\_\_\_\_

CATEGORY	<u>TYPE OF CONSTRUCTION</u> (\$M)			TOTAL
	MODERNIZATION	REPLACEMENT	NEW CONSTRUCTION	

New Missions and/or  
Weapon Systems

Existing Missions and/or  
Weapon Systems

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PROCEDURES FOR PLACEMENT OF RESERVE  
COMPONENT UNITS IN LOCAL COMMUNITIES

A. GENERAL

When approval is sought for the placement of a new Reserve component unit in a local community or before making expenditures for a Reserve component facility, the Military Department concerned shall review the Reserve component manpower potential of the area to determine whether it is adequate to meet and maintain the authorized strengths (approved manning levels) of its Reserve component units considering the factors outlined in section B. below. This review shall address, but not be limited to, sections B. through D., below.

B. MANPOWER POTENTIAL

The manpower potential of the area shall include the following:

1. Age, education, and/or skill distribution of the population.
2. Determining if a potential recruiting conflict will exist among Military Departments in specialized skills of prior Service personnel. Requests for this information may be submitted to the following: Director, Defense Manpower Data Center, 99 Pacific Street, Suite 155A, Monterey, California 93940-3231.
3. Industrial and professional community composition, as related to skill requirements of the units.
4. Any manpower factors that might affect Reserve component participation in the area.
5. The history of authorized and actual strengths of the Reserve component units in the area, the authorized strength of units allocated to the area but not yet activated of all Reserve components, and other items relating to the following:
  - a. Community attitude toward Reserve component units.
  - b. Projected growth and composition of the population.
  - c. Enlistment and reenlistment trends of other Reserve component units in the geographic area.
  - d. Travel distance to field training sites, particularly for weekend training.
  - e. Availability of commissioned officers.
6. Environmental impact of unit location on the community.

C. CERTIFICATION

1. If a determination is made to proceed with locating the unit in the local community following the procedures in section B., above, the Military Department concerned shall coordinate with other Military Departments and State Adjutants General having or desiring to establish Reserve component units in the area. Based on this coordination, the following statement shall be included in project justification documents:

"The Reserve manpower potential to meet and maintain authorized officer and enlisted strengths of all Reserve units in the areas where units are to be located has been reviewed in accordance with the procedures described in DoD Directive 1225.7. It has been determined, in coordination with the other Military Departments having Reserve units in the area, that the number of Reserve components presently located in the area, and those units having been allocated to this area for future activation, is not and shall not be larger than the number that reasonably may be maintained at authorized strength."

2. The above statement shall be certified by the Reserve component chief, or designee, and retained in the project file by the Reserve component concerned.

3. Individual manpower determination statements shall be consolidated by the Reserve components and included as a program statement when the military construction program is submitted to the Secretary of Defense for congressional review.

#### D. FACILITIES

The procedure for establishing or expanding a unit in local communities first shall consider joint use of existing facilities by units of two or more Reserve components. Acquisition, by purchase, lease, transfer, construction expansion, rehabilitation, or conversion of facilities for the Reserve components shall be in accordance with Chapter 133 of 10 U.S.C. (reference (c)).